

**Shelbyville-Shelby County Parks and Recreation  
Position Description**

**Position Title:** Park Program Director  
**Position Reports To:** Director of Parks and Recreation (Parks Director)  
**Division:** Parks and Recreation

**STATEMENT OF AUTHORITY:**

The Director of Parks and Recreation delegates authority to this position and makes appointments to this position.

**SUMMARY STATEMENT:**

This position assists the Parks Director in the organization of park programs such as Day and Sports Camp, After School Programs, and other special events and programs as assigned.

**MINIMUM QUALIFICATIONS:**

- Shall possess a bachelor's degree or higher in education, child development, or related field. (922 KAR 2:090).
- Related experience can substitute for bachelor's degree, i.e. 3 years in a verifiable full-time paid experience working directly with children in a school-based program, an early childhood development program, or a licensed/certified child-care program.
- Shall be at least 21 years of age.
- Shall have training and experience in recreational programming, elementary games and activities, outdoor skills and activities, etc.
- Shall have general knowledge of intramural skills in basketball, soccer, softball, baseball, tennis, golf, etc.
- Must have strong public relation skills including public speaking, handle conflict well, able to attend community functions and government meetings and functions, speak to and work with the general public and government officials, etc.
- Must have a confident and positive attitude.
- Must have strong organizational skills.
- Shall possess strong budgeting skills and be able to prepare and oversee yearly budget of Park Program Department.
- Must be willing to attend training and become proficient in Rec Trac/Web Trac (parks accounting and registration system)
- Background and experience with special needs children & adults is preferred but not required.
- Shall be self-motivated, imaginative, and creative.
- Position requires confidentiality, accuracy, firmness, tact, courtesy, resourcefulness, diplomacy, dependability, neatness and must be trustworthy and a very fair person.
- Shall be willing to work in excess of 40 hours/week at times, holidays/nights/weekends as needed.
- Shall have a good rapport with youth and communicate well with youth.
- Must be CPR and First Aid Certified (will provide training if needed)
- Must have good computer skills, knowledge in Microsoft Office.
- Must possess a valid driver's license and be able to drive a 15-passenger van.

**NATURE & SCOPE:**

Park Program is defined as all park programs, special events, and activities including but not limited to the following:

- 1) After School Program
- 2) Holiday Camp Program
- 3) Summer Camp Program
- 4) Parks special events such as: Egg Hunt, 4<sup>th</sup> of July, Halloween, Christmas, etc.
- 5) Events and activities for youth and adults.

Under the direction of the Parks Director this individual shall provide the following:

- Supervision and management of all park programs. Organize, promote, implement and evaluate all youth, adult programs.
- Schedule and supervise staff for park programs.
- Be firm and fair with all staff regarding attendance, work performance, disciplinary issues, etc. Take any corrective action necessary for all personnel actions.
- Assist with preparing budget for park programs, provide budget information to director/parks board when requested and provide monthly attendance reports on participation.
- Responsible and accountable for all check, cash or credit card payments related to the park program. Must follow proper procedures on payment handling, posting, and record keeping.
- Must keep accurate program information and documentation including but not limited to participant's names, number of participants in each program weekly for After School and Summer Camp, daily for Holiday/Snow Camp, and for each other program or event if possible. Emergency contact info of participants, waivers of liability, accurate tracking, files and thorough documentation on each program is imperative. Recordkeeping is essential.
- Assist with other related park programs and FAC events as needed and assigned by the Director of Parks.
- Oversee the summer free lunch program. Attend training and meetings, fill out required forms.
- Assist with overall management of FAC and other park facilities as directed.
- Attend Parks Board meeting when requested and submit monthly reports of activities, enrollment numbers and budget information.
- Maintain a master contact list from all programs with emails to promote programs and park information.
- Many park programs require close communication and working alongside the Parks Director and other department heads.

**ACCOUNTABILITY:** This position is responsible to the Parks Director and designees.

**WAGE:** Salary plus benefits